



State of Connecticut EXAM ANNOUNCEMENT

EXAMINATION OPEN TO THE PUBLIC AGRICULTURE MARKETING & INSPECTION REP 1

ANNUAL \$61,530	SALARY	APPLICATION CLOSING	EXAM
SALARY: \$77,704	GROUP: AR 21	DATE: FEBRUARY 2, 2016	NO: 160020OCPD

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In the Department of Agriculture, this class is accountable for independently performing a full range of tasks in the development and inspection of agricultural businesses, production and processing plants and retail facilities for compliance with local, state and federal laws and regulations.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **FEBRUARY 2, 2016**.

GENERAL EXPERIENCE: Five years of experience in the marketing, research, development, production or inspection of agricultural commodities or businesses.

SUBSTITUTION ALLOWED: College training in agriculture or a closely related field may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree.

SPECIAL REQUIREMENTS: 1) Incumbents in this class may be required to travel. 2) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

WORKING CONDITIONS: Incumbents in this class may be required to lift heavy objects; may be exposed to moderately disagreeable conditions; may be exposed to some risk of injury from animals.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of production, marketing, research development or processing of agricultural businesses or commodities; knowledge of wholesale and retail marketing practices; knowledge of business development and promotional techniques and strategies; knowledge of relevant local, state and federal laws and regulations; knowledge of state and federal legislative process; knowledge of plant and animal disease control methods and procedures; knowledge of inspection and investigation methods and techniques; interpersonal skills; oral and written communication skills; ability to utilize computer software.

THE EXAMINATION WILL BE COMPOSED OF:	<u>PART</u>	<u>WEIGHT</u>
	EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

- APPLICANTS MUST SUBMIT:**
- 1) Completed Application Form (CT-HR-12)
 - 2) Supplemental Examination Materials (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. **Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision.** Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Agriculture Marketing & Inspection Representative 1 include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Agriculture Marketing & Inspection Representative 1 cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1) Agricultural marketing experience.** Describe your experience promoting and developing domestic/international markets for agricultural products using wholesale and retail marketing practices. Detail your experience conducting marketing surveys and research. Describe your experience conducting or coordinating special marketing projects, including the type of project, business or commodities represented and the type of business development and promotional techniques and strategies that you used. **(2) Experience in agricultural production and/or processing.** Describe your experience in the production of and/or processing of agricultural commodities such as fertilizers, forages, fiber, dairy and meat animals, breeding animals, poultry etc. Describe your experience in the production, processing and/or manufacturing of foods, vegetables, milk or milk products, animal feeds or other agricultural products consumed by humans, pets or livestock. Describe any experience you have with livestock and/or poultry disease prevention and control, include your experience and knowledge of bio-security measures. Describe your experience related to commercial raising of agricultural crops and/or livestock or poultry **(3) Experience inspecting agricultural businesses, production and processing operations and retail facilities for compliance with local, state and federal laws and regulations.** Indicate the type of facilities that you inspected, the purpose of the inspections and the results of your findings. Please describe any experience you have in the following areas: methods and techniques of inspection, collecting samples, collecting specimens, conducting tests and interpreting results related to product quality and/or plant and/or animal disease identification. Describe any experience you have checking permits, licenses, health certificates, inspection of agricultural commodity processing and packing operations, fertilizer manufacturing, animal feed manufacturing, milking systems, dairy farms, retail dairy stores and milk/food processing and cheese manufacturing operations. **(4) Oral and written communications/presentation experience.** Describe your experience making presentations to public and private groups regarding agricultural issues including the topics covered and the audiences reached. Detail your experience conducting seminars to assist in the development of agricultural business and products. Be specific regarding your experience preparing technical reports, inspection reports, reports of findings and conclusions, recording information, developing and disseminating technical information to promote agricultural market research, the nature and purpose of these materials, for whom they were written and the intended outcome. Describe any experience you have with electronic systems such as document management systems, computer applications or data processing applications. Describe any experience you have communicating and working with individuals who may be difficult or resistant to your message. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** **(1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process.** **(2)** Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). **(3)** Do not include materials other than those requested above. **(4) Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by FEBRUARY 2, 2016.** **(5)** Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, CT 06106-1658 **(Secure Fax #860-622-2875).** **If faxing materials, keep a copy of your completed application form, exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** **(6)** Due to the large number of applications received, we cannot confirm receipt of applications. **(7) Examination scores will be mailed by MARCH 31, 2016.** **(8) A separate application/examination package must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.